



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

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February 10, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS:
INFORMATION TECHNOLOGY (IT) OCCUPATIONAL STUDY (PHASES I AND II)
AND DEPARTMENT OF HEALTH SERVICES IT BUREAU REORGANIZATION
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

This letter will update the County Classification Plan to further implement findings of Phases I and II of the Countywide Information Technology (IT) Occupational Study and the first phase of a proposed reorganization of the Department of Health Services (DHS) Administration Information Technology Bureau.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance, amending Title 6, Salaries, of the County Code to reclassify 89 information technology positions in 10 County departments as part of the ongoing implementation of the Countywide IT Occupational Study and the first phase of a proposed reorganization of the Department of Health Services Administration Information Technology Bureau.

"To Enrich Lives Through Effective And Caring Service"

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment A). It will also reflect the technological changes in Countywide IT operations. This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems.

Implementation Of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

Countywide Information Technology Occupational Study – Phase I

Phase I of the Countywide IT Occupational Study covered the classification and allocation of non-supervisory IT positions. Twenty-two (22) IT positions allocated to the Department of Public Social Services are being reclassified (Attachment A, Table I). Specifically, 15 of the recommended reclasses were inadvertently not included in Phase I. Seven (7) positions have recently been assigned supervisory responsibilities and are being reclassified to one of the new supervisory classifications.

Countywide Information Technology Occupational Study – Phase II

Phase II of the Countywide IT Occupational Study covers the classification and allocation of supervisory and management IT positions. During the past two years, your Board has approved the creation of nine (9) IT management and supervisory classifications to reflect the County's current IT practices and organizations. These new classifications will eliminate 22 obsolete County classifications and will facilitate the recruitment and retention of technically-skilled managers and supervisors.

Forty-six (46) supervisory and management IT positions ordained in nine (9) County departments are being recommended for reclassification (Attachment A, Table II). The duties and responsibilities assigned to these positions meet allocation standards of the recommended classes.

DHS Information Technology Bureau Reorganization – Project Delivery Division and Project Management Office

This is the first in a series of letters to implement findings of the proposed reorganization of the DHS IT Bureau. This phased approach reflects the prioritizing of critical operational needs as identified by DHS executive management. Twenty-nine (29) enterprise-wide project management positions assigned to the Project Delivery Division and Project Management Office were reviewed and 21 positions are being recommended for reclassification (Attachment A, Table III).

Please note that this IT reorganization will not result in any increase in the number of budgeted positions nor in Net County Cost. Where additional positions are deemed necessary as part of the proposed reorganization, other vacant positions allocated to the IT Bureau are being deleted from the budget. We intend to submit additional letters for your Board's approval as each major phase of the department's reorganization is completed.

FISCAL IMPACT/FINANCING

The projected budgeted cost for the 89 positions that will be reclassified is estimated to total \$386,240 (all funds). Net County Cost is estimated to be \$58,303. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

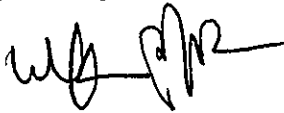
The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
SJM:CES:KP:ra

Attachment (1)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A

RECOMMENDED RECLASSIFICATIONS FOR INFORMATION TECHNOLOGY POSITIONS (All positions are non-represented unless otherwise indicated)

I. COUNTYWIDE IT STUDY – PHASE I

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Public Social Services	6	Information Systems Analyst Aid (NM 82L) — <i>Represented</i>	15	Information Technology Technical Support Analyst I (NM 83F) — <i>Represented</i>
	9	Senior Information Technology Aide (NM 77F) — <i>Represented</i>		
	7	Information Systems Analyst II (NM 92B) — <i>Represented</i>	7	Information Technology Technical Support Supervisor (NM 95F) — <i>Represented</i>
Total	22			

II. COUNTYWIDE IT STUDY – PHASE II

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Fire - Administrative	3	Assistant Chief, Information Systems, Fire (NM 106J)	3	Information Technology Manager I (N23 S11)
	3	Information Systems Supervisor II (NM 104B)	3	Information Technology Supervisor (NM 104H)
Mental Health	4	Information Systems Manager I (NM 109H)	4	Information Technology Manager II (N23 S12)
Parks and Recreation	1	Departmental Information Systems Manager (N23 S10)	1	Information Technology Manager I (N23 S11)
	1	Information Systems Supervisor I (NM 99E)	1	Information Technology Supervisor (NM 104H)
Probation - Support Services	1	Departmental Information Security Officer I (NM 103E)	1	Departmental Information Security Officer II (NM 109H)
	2	Information Systems Manager I (NM 109H)	2	Information Technology Manager II (N23 S12)
	1	Information Systems Supervisor I (NM 99E)	7	Information Technology Supervisor (NM 104H)
	6	Information Systems Supervisor II (NM 104B)		

II. COUNTYWIDE IT STUDY – PHASE II (Cont'd)

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Probation - Support Services (cont'd)	2	Information Systems Supervisor I (NM 99E)	2	Information Technology Technical Support Supervisor (NM 95F)
	1	Information Systems Supervisor I (NM 99E)	1	Senior Information Systems Analyst (NM 99E)
Public Library	1	Departmental Information Systems Manager (N23 S10)	1	Information Technology Manager II (N23 S12)
	1	Information Systems Supervisor II (NM 104B)	1	Information Technology Manager I (N23 S11)
Public Social Services	1	Division Chief, PSS (N23 S12)	5	Information Technology Manager II (N23 S12)
	3	Information Systems Manager I (NM 109H)		
	1	Information Technology Specialist I (NM 109H)		
Public Works	1	Assistant Chief, Information Technology, Public Works (NM 110A)	2	Information Technology Manager II (N23 S12)
	1	Information Technology Specialist I (NM 109H)		
	1	Chief, Administrative Operations, PW (N23 S13)	3	Information Technology Manager III (N23 S13)
	1	Information Technology Specialist II (NM 114K)		
	1	Principal Engineer (112L) — <i>Represented</i>		
Registrar-Recorder/County Clerk	3	Division Manager, Registrar Recorder/County Clerk (N23 S11)	3	Information Technology Manager II (N23 S12)
Treasurer-Tax Collector	1	Information Systems Manager I (NM 109H)	1	Information Technology Manager II (N23 S12)
	1	Information Systems Supervisor II (NM 104B)	1	Departmental Information Security Officer I (NM 103E)
	4	Information Systems Supervisor II (NM 104B)	4	Information Technology Supervisor (NM 104H)
Total	46			

III. DHS IT BUREAU REORGANIZATION – PROJECT DELIVERY AND PROJECT MANAGEMENT

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Health Services - Administration	1	Assistant Nursing Director, Administration (N41 RN17)	1	Principal Information Systems Analyst (NM 103H)
	1	Data Elements Coordinator, Health Services (N23 S12)	1	Information Technology Manager III (N23 S13)
	3	Information Systems Analyst II (NM 92B) — <i>Represented</i>	1	Principal Information Systems Analyst (NM 103H)
			2	Senior Information Systems Analyst (NM 99E)
	6	Information Systems Manager I (NM 109H)	5	Information Technology Specialist I (NM 109H)
			1	Information Technology Specialist II (NM 114K)
	2	Information Systems Supervisor I (NM 99E)	2	Principal Information Systems Analyst (NM 103H)
	4	Information Systems Supervisor II (NM 104B)	1	Information Technology Specialist II (NM 114K)
			3	Principal Information Systems Analyst (NM 103H)
	1	Nursing Instructor (N21 RN07) — <i>Represented</i>	1	Information Technology Specialist I (NM 109H)
	1	Senior Information Systems Analyst (NM 99E)	1	Information Technology Specialist I (NM 109H)
	1	Staff Analyst, Health (NM 96D)	1	Principal Information Systems Analyst (NM 103H)
	1	Supervising Information Systems Support Analyst (NM 97E)	1	Senior Information Systems Analyst (NM 99E)
Total	21			